

**CONFIDENTIAL**

Security Information

MEMORANDUM FOR: Colonel White

SUBJECT: Training

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1. The Comptroller has asked that you outline your position on training of personnel in the DD/A organization in view of impending personnel ceilings.

2. The Comptroller's request is made against the background of a proposal from DD/P that minimum training standards be set up for administrative personnel, both those in the DD/P organization and in the DD/A offices who have occasion to serve DD/P. COA/DDP recently asked Personnel, Logistics, and the Comptroller to comment on a schedule of such proposed minimum standards.

3. In general, the Comptroller agrees with the standards advanced by DD/P. However, he feels that the so-called five-week Phase II course (conducted at [REDACTED] which would usually be required of people from GS-11 on up should be omitted as a required minimum standard. He recommends that participation in Phase II be optional.

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4. I have been assured by [REDACTED] that [REDACTED] office plans to refer to you for concurrence the minimum standards which they are working on, after the comments and suggestions made by Personnel, Logistics, and the Comptroller have been analyzed, and a revised draft prepared. Further, Jack says that they do not contemplate saying that these minimum requirements automatically apply to all present administrative people, since experience at CIA will have given present employees a large amount of the information covered by the training program. In other words, they plan a common sense application with respect to on-board people, although new employees would have to comply on a practically uniform basis.

5. I recommend that this subject be discussed at the DD/A staff meeting, when next held. From such discussion we will have a better basis for replying to COA/DDP when he refers the proposed minimum training standards to you for concurrence.

6. A related item which might well be introduced also at the staff meeting is participation of DD/A personnel in the BASIC INTELLIGENCE COURSE. Logistics has already notified the Office of Training that they would like most of their people scheduled to attend. Some encouragement from you to the other offices along this line might be quite appropriate.

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